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STUDENT HANDBOOK

CLARKE COLLEGE

Newton, Mississippi

1984-85





CLARKE COLLEGE

Students are encouraged to become thoroughly familiar with the Student Handbook. Failure to read this handbook does not excuse the student from the requirements and regulations described herein.

Please make identification on your copy and keep it for reference during the year.

Clarke College, a division of Mississippi College, does not discriminate on the basis of race, creed, sex, handicap or national origin. Federal law expressly recognizes exemptions claimed by religious institutions.

August, 1984

Welcome to Clarke College! You are a part of a very unique institution where students, faculty, and administration are all one big family. As in a family, there are rules and responsibilities to go by that this handbook will help you understand. Rules and responsibilities, however, can never become more important than the people. At Clarke College, you are important to all of us. We hope that you will have the best years of your life here with us. We will do whatever we can to make that hope a reality.

Ron Kirkland
Dean

On behalf of the Student Body Association, let me welcome you to Clarke College. We are happy that you have decided to become a part of our family here at Clarke and we look forward to working with you during the coming year.

Clarke College truly is "A Great Place to Be Somebody" and we want you to help make it an even better place by becoming involved in the work of the SBA. Help us make this year the greatest year ever at Clarke College.

Becky Wilkerson
SBA President

WHO TO SEE

IF YOUR PROBLEM CONCERNS:

Add/Drop Courses
Admissions
Alumni Affairs
Baseball
Basketball (Men)
(Women)
Bills, Fees, Charges
BSU
Bookstore
Calendar of Events
Cafeteria
Chapel Absences
Christian Service and Vocation
Course Planning
Class Attendance
Counseling(Academic)
Discipline
Financial Aid
Foreign Student Advisor
Graduation
Housing (Male)
(Female)
(Married)
I.D. Cards
Illness
Insurance
Library
Maintenance
Orientation
Probation (Academic)
Public Relations
Religious Activities
SBA
Security
Student Employment
Student Records
Testing (ACT, etc.)
Transcripts
Transportation (Vans)
Withdrawal
Yearbook
Youth Teams

YOU SHOULD CONTACT:

Registrar
Dow Ford
Evelyn Williams
Joe Gibbon
Larry Gressett
Janie Fincher
Sally Hart, Cathy Wall
J. B. Costilow
Kelton Valentine
Tom Prather
John Holifield
Ron Kirkland
J. B. Costilow
Faculty Advisor
Instructor/Dean
Faculty Advisor/Dean
Tom Prather
Evelyn Williams
Dow Ford
Ron Kirkland
Ted Wilson
Jerri Dent
Tom Prather
Kelton Valentine
Vera Melton
Sally Hart
Librarian
Tom Prather
Tom Prather
Ron Kirkland
Dow Ford
J. B. Costilow
Larry Gressett
Tom Prather
Evelyn Williams
Registrar
Dow Ford
Registrar
Tom Prather
Tom Prather, Evelyn Williams
D. Ford
J. B. Costilow

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ACADEMIC POLICIES

ACADEMIC ADVISOR SYSTEM:

The chairperson of each division will serve as the academic counselor to each student majoring in the division. The academic advisor checks the schedule of each student and will sign the student's registration form. The student may not register until the advisor has approved the schedule on the registration form.

FAMILY ADVISOR SYSTEM:

Objective:

Personal:

1. Provide personal attention to each individual student.
2. Involve all faculty members in a program of ministry to the student.
3. Provide an adult "authority figure" to provide counseling, friendship and a listening ear to each student.
4. Assure each student that there is at least one faculty member at Clarke who is his personal friend.

Academic:

1. To provide more personal attention to each student's schedule.
2. To be sure that students are advised to pursue the academic courses required to meet graduation requirements.
3. To make sure that the students are directed in their schedule so that they can perform at their highest level of potentiality.

Operation:

1. Students will be assigned to professors at an equal proportion to our student/faculty ratio.
2. Part-time professors will be assigned students to advise according to their percentage of full-time employment.
3. Advisor makes an initial contact with each assigned student during the summer before registration.

Purpose of initial contact:

- a. Express appreciation for student selecting Clarke College (new student)
 - b. Encourage student to return to Clarke College (returning student)
 - c. Inform student of beginning dates of school and of what must be done at registration.
4. Advisor meets with group of his students on first day of orientation to answer questions, get acquainted, help with the student's schedule preparation, and make the student welcome. The advisor will explain graduation requirements, hours, quality points and other academic procedures that may be new to the students.

TUTORIAL SYSTEM: (ANDREW CLUB)

Students with an overall average of 2.75-4.0 may volunteer as tutors in classes which they are taking or students who have earned a B or better grade in a particular class may volunteer to tutor students who are taking that class. The tutor works with those students who are having difficulty with a particular class. The professor notifies the student activities director when, after 6 weeks of class, a student is seen to

be having academic difficulties. The director and professor select a tutor for the student and the tutor spends a minimum of two hours per week working with the student who is having the difficulties.

CHANGING COURSES:

After a student's schedule has been approved by the Dean, it may not be changed without his approval. Such changes must be made during the first two weeks of the semester. Approval of the Dean must be secured for dropping a course in which a student has been enrolled. A grade of F will be given on courses discontinued without the Dean's approval. This applies also to students who drop out of school without regularly withdrawing. There will be a \$5.00 fee for any voluntary changes of schedule. The school reserves the right to cancel courses which enroll fewer than ten students.

CHAPEL SERVICES:

Chapel services are conducted each week. The Chapel Committee endeavors to make these programs devotional, inspirational, and cultural. All students are expected to attend chapel, and their presence is checked on each occasion. From time to time assemblies and convocations of a non-religious nature are held. Student attendance is required for these also.

CLASS ATTENDANCE:

Students are expected to attend all classes while at Clarke College. In order to care for minor emergencies a student is allowed during a regular semester, three absences from classes meeting twice a week and one absence from classes meeting one time each week, without any grade penalty. For additional unexcused absence the student's class grade will be lowered.

Any student whose absences, whether excused or unexcused, exceed twenty-five percent of the class meetings (12 absences for MWF; 8 for TTh; 4 for night; 6 in summer school) will receive a grade of F in the course. Any exception to this rule must be authorized by the Dean's Committee on Absences; any student has the right of appeal to this committee, but exceptions will be made only when justified by extraordinary circumstances.

Absences incurred while representing the college in official functions, such as athletic events, choir tours, required field trips, and the like will be excused by the dean and will be treated in the same manner as other excused absences. Such students should not abuse the policy on absences and will in fact be held responsible for the work of the class during their absence, including any classroom work, outside assignments and tests. The responsibility for making up work missed because of absences rests entirely with the student.

Three tardies count as one absence, and tardies will not be excused. In case an instructor should be late or absent without notice, students are expected to wait a reasonable length of time and then sign a roll and submit it to the Academic Dean's office.

A student registering late will be charged for all absences occurring prior to his reporting for class. In case of an appeal because of excess absences, the Committee on Absences will determine whether those absences occurring prior to the student's registration should be treated as excused or unexcused absences.

CORE CURRICULUM:

The core curriculum consists of the following courses which all students must take in order to graduate:

1. *English 101, 102, and six semester hours of sophomore Literature	12 hrs.
2. Bible 111 112	6 hrs.
3. Social Sciences: History 101-102 or 211-212	6 hrs.
4. Natural Sciences: (one Lab Science) Biology, Chemistry or Physical Science	7 hrs.
5. Humanities: Economics, Sociology, Psychology, Government Philosophy, Foreign Language (Choose two)	6 hrs.
6. Fine Arts: Speech, Music Appreciation, Art Appreciation	3 hrs.
7. Math ** 110	3 hrs.
8. Physical Activities***	<u>2 hrs.</u>
TOTAL	46 hrs.

*These are the only core curriculum courses required of music majors seeking the Associate of Arts degree. Additional requirements for music majors are set forth in the Music Curriculum.

Foreign Language courses required that one take the second half of the elementary courses to receive credit on the first half.

**An institutional examination is available for those students with a proficiency in Math who wish to receive credit for Mat 110, Basic Mathematics.

***Students must take two different PED activity courses to meet the core curriculum requirements.

This core curriculum is planned to assure that the Clarke College graduate will have completed the required lower level of courses in the four-year college to which he may go. Therefore, these courses are required for graduation from Clarke. In case a student's planned four-year college program includes other required courses, as many as two of these courses may be substituted within a given field. Not more than six hours may be transferred back and applied toward graduation.

GRADING SYSTEM:

Official reports of academic progress are furnished the student at the mid-point and at the end of each semester.

Class grades are indicated by letters as follows:

- A - Excellent
- B - Good
- C - Average
- D - Passing (but unsatisfactory)
- F - Failure
- I - Incomplete (Must be removed within the first six weeks of the next regular semester or the I becomes an F.)
- W - Withdrawal (Midterm is the last day for dropping a course with a grade of W. A grade of F will be assigned for any course dropped after midterm.)

The application of the grading system is the responsibility of the instructor.

GRADUATION REQUIREMENTS:

Sixty-four semester hours of credit, with at least two quality points for each semester hour, are required for graduation. The completed course must include the core curriculum shown under CORE CURRICULUM.

APPLICATION FOR GRADUATION:

Application for graduation must be made not later than the date indicated on the Calendar of Activities each spring. A graduation fee must be paid at the time application for graduation is made. All accounts with the College must be satisfactorily settled before the student will be graduated. All students graduating are required to participate in graduation exercises, unless written justification is received, which requests graduation in absentia.

HONOR ROLL:

The honor roll is published after the close of each semester. Students who have made a quality point average of 4.0 are placed on the President's List. Those with an average of 3.30 to 3.99, inclusive, are placed on the Dean's List. In order to be on the honor roll one must carry a minimum of twelve hours of academic work for the semester.

Graduation honors are as follows: Students who graduate with a quality point average of 3.70, or above, are designated as graduating with special honors; those with a quality point average of 3.20 to 3.69, inclusive, are designated as graduating with honors. These computations are made on the basis of the quality points earned at Clarke College. The quality point average earned else where may not be counted toward graduation honors, but, if lower, will reduce the average earned here. One must complete at least 30 semester hours of academic work at Clarke College to graduate with honors.

POLICY OF RECORDS CONFIDENTIALITY

In accord with its long established precedent of dealing professionally with students' records, the College assures confidentiality as required by federal law and described in a published statement of procedures. Under these procedures certain directory information about students may be made public without specific permission. Transcript requests must be made in writing with the student's signature and not by telephone or through a parent or friend.

The College may require such information from or about a student or prospective student as enables this institution to enter into an "arms length" contractual relationship with the students in keeping with the standards, policies and regulations of Clarke College.

Under the Family Educational Rights and Privacy Act of 1974, college students have the right to inspect and review any and all educational records pertaining to themselves, including records directly related to the student and maintained by Clarke College or by a party acting for Clarke College, unless such records are exempt by law.

Records of the student will be released only if specifically authorized by law, and otherwise, only upon the written direction and consent of the student.

The following items may be used as 'Directory Information' according to the provisions of the Act of Congress and its regulations: Name, sex, college address, telephone numbers, parents' names, home address, date and place of birth, college classification, major field of study, student activities, degrees, awards, religious preference and denomination, previous educational institutions or agencies attended, church membership, height and weight, campus employment, marital status, name of spouse, class standing and schedules, full or part-time status, graduation date, fact of medical injury when essential, dormitory or commuter status, military status, student number, fact and dates of attendance, reason for termination of student status, and athletic statistics.

The college will use its on discretion in the release of any or all of these items of 'Directory Information' keeping in mind the best interest of the student at Clarke College. No discriminate use of this information will be allowed. Any individual student may, in writing, refuse to allow the use of this material, by contacting the Office of Public Relations before the end of the second week of a regular semester or the end of the first week of a summer term.

It is official college policy not to release or provide any information when the request for it is likely to lead to commercial solicitation of various kinds.

Any items not listed here will be released only upon written consent of the student, unless expressly allowed by law and federal regulation.

Personnel of the College determined, by the College, to be 'College Officials' having a 'legitimate educational interest' in the records of the student, beyond those items listed above, may have access to the files.

These persons will include the student's teachers, academic advisers, counselors, or any academic or student personnel or general administrative officer or staff member or staff assistant who, at the time, have a legitimate educational interest in the student whose record is to be reviewed. In addition, any regular member of the faculty may consult the student's record when necessary for counseling recommendations, and similarly educational related objectives. Also, an appropriately elected or duly appointed student leader having a legitimate educational interest in the student's record for purposes of evaluating qualifications for student honors or student offices may, in direct consultation with the appropriate faculty or administrative person, have limited access to the files, and only the purpose of confirmation of qualifications of student candidates or applicants for honors, offices or selections.

In no case, however, is information, beyond 'Directory Information' status, as defined above, to be used or divulged or communicated beyond the legitimate educational purpose for which it was initially obtained.

This policy shall apply between departments and offices on campus as well as off campus.

To the extent allowed by law and regulations, Clarke College will communicate, in the best interest of the student, with the parents of all tax dependent students. All students shall be required, as a condition for registration, each semester, to respond to the question on the registration form to determine TAX DEPENDENT status or the absence of such status. The College will rely on the student's reply to this inquiry and any errors will be the responsibility of the student.

If a tax dependent student is receiving financial assistance from someone other than his or her parents (corporations, banks, trust funds, Aunts, Uncles, or Grandparents, for example), or his/her parents even if not a 'tax dependent,' and they request or require copies of grades and other evaluations, and the student finds it necessary to supply this information to continue to enjoy the financial assistance, it will be necessary for the student to execute the appropriate forms for the release of this material in the appropriate offices of the college. Only in this way can or will such information be released to those giving financial assistance, as required by the Act of the Federal Congress.

Under the Final Regulations of the Act, the term 'records' accessible to the student DOES NOT include personal notes of the professor or administrator; records of Campus Safety, employment records of any employee, medical records even though these may be reviewed by a physician of the student's selection; and records established and maintained on the activities and achievements of any former student of the College.

PROBATION AND SUSPENSION:

The Academic Probation/Suspension list is compiled at the close of each semester. Students are placed on the list on the basis of their quality point average. The quality point average is determined by dividing the cumulative total of quality points earned by the cumulative total of semester hours attempted. Students who have a quality point average of 2.00 or higher are in good standing. Those with an average of 1.99 or below are not in good standing and are subject to the following policy:

1. A student with a quality point average of 1.50 through 1.99 is placed on supervised academic warning.

2. A student with a quality point average of 0.00 through 1.49 is placed on supervised academic probation with the possibility of suspension. The student in this category must meet with the Admissions Committee prior to his next enrollment at which time his or her status will be determined.
3. A student with a quality point average of 0.00 through 0.99 after two (2) semesters is placed on automatic suspension. Automatic suspension indicates the student has not made satisfactory academic progress. Students suspended for academic reasons at the end of the fall semester must remain out of school the spring semester. Those suspended at the end of the spring semester will not be allowed to register for summer school or the fall semester. A second suspension will necessitate a wait of a full academic year before application for readmission. Any student suspended for academic reasons must make a formal written request for readmission which must receive favorable action by the Admissions Committee before registration will be permitted.
4. A student on academic or supervised probation cannot represent the college in any activity, including athletic events and choir programs or hold office in college organizations.
5. A student on probation may be required to repeat work or enroll in developmental courses in areas of deficiency.
6. When a student repeats a course in which he or she has made a grade of D or F the last grade earned is computed for meeting graduation requirements, whether or not the last grade is higher or lower than the first one.
7. Transfer students will be placed in the category which they would have attained had they been enrolled in residence at Clarke College.

QUALITY POINTS:

The relative standing of a student in his class is determined by the computation of quality points in the following manner: a grade of A carries four quality points for each semester hour; a grade of B carries three quality points for each semester hour; a grade of C carries two quality points for each semester hour; a grade of D carries one quality point for each semester hour; and a grade of F carries no quality point. In computing a quality point average, the number of quality points earned is divided by the number of semester hours attempted.

FINANCIAL AID

By utilizing various programs, Clarke College attempts to make available such financial assistance as may be required by any qualified student who desires to attend the College.

Clarke College participates in the College Scholarship Service (CSS) of the College Entrance Examination Board (CEEB), a service that assists schools and agencies throughout the nation in determining a student's financial need. The Financial Aid Form (FAF), furnished by CSS, collects all information necessary for performing need analysis according to the Uniform Methodology and for determining eligibility for the Pell Grant. The FAF filer can have the College Scholarship Service send this information to the Primary Pell Processor by checking item 43 and avoid having to complete a separate Pell application.

The amount of financial aid awarded a student at Clarke College is based on financial need. Financial need is the difference between the amount of money the student and family can reasonably be expected to contribute for an academic year, and the cost of education at Clarke for the same period.

Some financial assistance is made available to students on the basis of merit or other criteria as established by the particular scholarship of grant-in-aid. These will be awarded on a first-come, first-serve basis until the appropriated funds are depleted.

All financial aid recipients must maintain satisfactory academic progress as defined herein to obtain and receive any monies from the federal financial programs or Clarke College scholarships and grants-in-aid.

FINANCIAL AID APPLICATION PROCEDURE

1. For federal financial aid, students must file the Financial Aid Form (FAF). The FAF is the basic application form required for consideration of the Pell Grant, National Direct Student Loan (NDSL), supplemental Educational Opportunity Grant (SEOG), and State Student Incentive Grant (SSIG), and Mississippi Post-Secondary Education Financial Assistance Loan. (Additional forms and information may be requested for a program before the aid is awarded.)

2. Secure a Financial Aid Form (FAF) either from the Financial Aid Office at Clarke College or a high school counselor. Forward completed FAF together with your check for \$7.00 for the College Scholarship Service, P. O. Box 2700, Princeton, NJ 08540.

3. April 1 is the priority date to receive full consideration of all federal financial aid programs. Applications for financial assistance received by the Director of Financial Aid before April 1, will receive preference and applicants will be notified by mail of the status of their applications as soon as federal funds are available and the applications are processed.

4. In order to receive any type of financial aid (grants, institutional work study, college scholarships, grants-in-aid), both the FAF and Clarke College Application for Financial Aid must be completed. The forms may be requested from the Financial Aid Office at Clarke College.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Clarke College is required by federal law to define and enforce standards for Satisfactory Academic Progress. Students receiving financial aid must conform to Clarke's definition of Satisfactory Academic Progress. The guidelines are established to encourage students to successfully complete courses for which aid is received. Students who are not successfully completing courses as outlined before are not considered to be making satisfactory progress, therefore, they are not eligible for financial aid.

All financial aid recipients must show that they are making incremental progress toward a degree. All undergraduate recipients must complete an average of 12 or more semester hours of academic work toward their degree each semester. Full-time students pursuing a two year course of study may be allowed up to 6 semesters to complete their degree. Guaranteed Student Loans, Plus Loans and Pell Grants may be awarded on half-time status. Their time frame for completion will be pro-rated accordingly.

These regulations apply to All Title IV Programs. Priority shall be given to full-time student seeking their first Associate of Arts Degree. Those students who have met the above requirements, but wish to obtain a second degree will have a lower priority for campus-based aid and will be awarded on a funds available basis.

Students who have met degree requirements within the approved time frame are expected to apply for the appropriate degree or certificate.

The student must demonstrate progress toward completion of the undergraduate graduation requirement of 2.0 on the 4.0 scale. The chart requirements for retention of aid

Semester Hours Graded	GPA
26	1.50
50	1.75

Satisfactory Progress is monitored on a yearly basis. One probationary semester may be allowed during a student's undergraduate career. At the end of a probationary term, or to re-establish eligibility, the student must satisfy the requirements as outlined above. Those who fail to meet the Satisfactory Academic Progress requirements will be placed on Financial Aid Suspension.

Withdrawals and incompletes appearing on transcripts will be treated as failures in determining satisfactory progress. Aid is not awarded to students enrolling in courses for audit credit only.

Exceptions will be made in cases of undue hardship. To appeal financial aid termination, a student must be able to demonstrate mitigating circumstances.

1. The student will indicate in writing to the Director of Financial Aid the reasons why he/she did not make satisfactory progress and why financial aid should not be terminated. Documentation to support the appeal is permitted.
2. The Director of Financial Aid will review the appeal to determine whether or not termination of aid is justified. The student will be advised of the decision in writing.
3. A student wishing to appeal the decision of the Director of Financial Aid, may do so, in writing to the Student Financial Aid Committee, c/o the Financial Aid Office. Additional appeals may be made to the Academic Affairs Committee if deemed necessary by the student.

Should a student have his/her financial aid eligibility terminated to failure to meet the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and complete the term satisfying the satisfactory progress definition. Once the satisfactory progress definition is met, eligibility is reinstated for the subsequent academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld.

SANDERS LIBRARY:

The library supports the total educational program of the college through its resources, facilities and services to faculty, staff and students. The library is a place of study. Anyone using the library is expected to exhibit a standard of behavior appropriate for study. SHORTS ARE NOT TO BE WORN IN THE LIBRARY.

USE OF THE LIBRARY:

While the use of the library collection is extended to the local community, CIRCULATION OF LIBRARY MATERIALS IS RESTRICTED TO FACULTY, STAFF, AND CURRENTLY ENROLLED STUDENTS OF THE COLLEGE. However, ministers in the community may borrow materials with PERMISSION OF THE LIBRARIAN. High School students may use the library UNTIL 6:00 P.M., but they may not check out materials.

in the custody of or entrusted to a public or private library, museum, archives or other depository.

(c) "Mutilate" means, in addition to its commonly accepted definition, the willful removal or separation of constituent parts of an item of library materials causing library materials to be exposed to damage; or duplication without authorization.

SECTION 4. The provisions of this act shall apply to all libraries, museums, archives and other depositories operated by an agency, board, commission, department, or officer of the State of Mississippi, by private persons, societies or organizations, or by agencies or officers of municipalities, counties, school and junior college districts or of any other political subdivisions of the State of Mississippi.

SECTION 5. Any person who violates the provisions of Section 2 of this act is guilty of a misdemeanor and shall be punished by a fine not to exceed five hundred dollars (\$500.00) or by imprisonment in the county jail not to exceed 6 (6) months. or by such fine and imprisonment.

SECTION 6. The provisions of this act are supplemental to other criminal statutes. An acquittal or conviction obtained under this act shall not be a bar to civil proceedings or actions arising from the same incident.

SECTION 7. Any person employed by a library or any person charged with the supervision thereof with reason to believe that any person has committed or has attempted to commit any offense defined in Section 2 of this act, or if any person is believed to have concealed upon this person or within his belongings any library material, such person may be detained and questioned in a reasonable manner for the purpose of ascertaining whether or not such offense has been committed. Such detention and questioning shall not render such employee civilly liable for slander, false arrest, false imprisonment, malicious prosecution, unlawful detention or otherwise in any case where such library employee acts in good faith and in an reasonable manner.

SECTION 8. This act shall take effect and be in force from and after July 1, 1978.

PHOTOCOYPING:

A copy machine is available in the library. Users must check out the KEY TO OPERATE IT at the circulation desk. Copies cost ten cents per sheet.

CLEARANCE OF LIBRARY RECORDS:

All records for lost and/or overdue books must be cleared with the library at least five days before final examinations. This is a DEADLINE, not a suggested date. Failure to clear records in the library by this date will result in INELIGIBILITY FOR REGISTRATION, GRADE AND TRANSCRIPT RELEASE. Anyone who clears after this deadline must get a clearance receipt from library to present to class instructor, the Dean, and the Business Office.

CIRCULATION POLICY:

Library materials are generally loaned for TWO WEEKS. Materials may be renewed for two additional weeks (if there are no requests by other borrowers for them). MATERIALS CANNOT BE RENEWED BY TELEPHONE. Periodicals, reference books, and Special Collection books (Rare Books, etc...) do not circulate.

FINES:

The charge for overdue books is ten cents per day per book. An additional fifty-cents surcharge is imposed for fines not paid at the time a book is returned. The fine on reserve books is fifteen cents per HOUR per book.

LOST MATERIALS:

All borrowers are responsible for lost materials charged to them. Replacement cost must be paid prior to final exams for the semester in which the loss occurs.

MUTILATION OF LIBRARY MATERIALS:

Books and other materials are the private property of Clarke College. Mutilation of these materials is a serious offense, subject to severe disciplinary action and punishable by law.

SENATE BILL NO. 2442:

AN ACT CREATING OFFENSES RELATING TO LIBRARIES. ARCHIVES AND OTHER DEPOSITORIES: TO ESTABLISH PENALTIES, AND FOR RELATED PURPOSES.

IT BE ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

SECTION 1. This act shall be known and may be cited as the "Mississippi Library Materials Security Act".

SECTION 2. (1) It shall be unlawful for any person to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization. (2) It shall be unlawful for any person to willfully mutilate library materials.

SECTION 3. As used in this act the term:

(a) "Without authorization" means contrary to rules which set forth policies governing access to library materials and include eligibility for library patronage and lending procedures.

(b) "Library materials" means books, manuscripts, letters, newspapers, court records, films, microfilms, tape recordings, phonograph records, lithographs, prints, photographs or any other written or printed document, graphic material of any nature and other personal property or

TRANSCRIPTS:

Transcripts of credits will be furnished by the Registrar on written request of the student of record. One official transcript will be furnished without charge. For each additional transcript, there will be a charge of \$2.00. No transcript will be furnished until all account have been satisfactorily settled.

ADMISSIONS

ADMISSION & READMISSION POLICIES

Requirements for admission to Clarke College are listed in detail in the College Catalog. All students are expected to complete admissions requirements well before the beginning of the semester. If this is impossible, then requirements must be completed within 30 days of registration. Failure to do so may cause the student to be suspended from Clarke.

Students who have attended Clarke, but have not been in attendance for one or more terms must complete an application for readmission.

No student can be considered for financial aid until he or she has completed requirements for admission and has been accepted by the Admissions Committee.

All freshmen and transfer students are required to take the American College Test (ACT) and other examinations deemed necessary by the guidance staff. Students who finished high school more than 5 years prior to applying for admission to Clarke are not required to take the ACT. The scores earned in these tests are made available for use in guiding the student into satisfactory college work and an enjoyable type of life on the campus. Tests for vocational guidance will be available for those who desire them.

BUSINESS AFFAIRS

FOOD SERVICES

The College cafeteria is operated by Mississippi Valley Food Service. Each dormitory student is issued an identification card authenticated for cafeteria. This card entitles the student to meals in the cafeteria for school days listed in the College Catalog. Cafeteria privileges end, however, when a student completes his final exams, withdraws, or is dismissed from the College. If a student is requested by the College to remain on campus after completing finals cafeteria privileges are automatically extended. Serving hours are posted in the cafeteria. Dishes, silverware, or glassware must not be carried out of the cafeteria without permission of the cafeteria manager. The cafeteria manager will assist any student with dietary problems.

GRADUATION FEES:

Graduation fees for Clarke and MC students must be paid in the Clarke Business Office by the published deadline.

TUITION, FEES, REFUNDS, WITHDRAWALS - See Catalog

MUSIC AND DRAMA PROGRAMS

1. CHOIR - This is a select group whose singers are chosen by audition, but limited to a balanced voicing. This group represents the College on an annual tour, television appearances, festivals, conventions, and other programs. One semester hour is given for participation.
2. SINGERS - The Clarke College Singers are a small, select ensemble chosen by audition. They sing both sacred and popular music and represent the College in a variety of settings. One semester hour is given for participation.
3. DRAMA - Students interested in the field of drama, who wish to acquire knowledge and skill of the basic fundamentals of drama production may participate in classes, workshops, and dramatic programs. Those interested may apply to the Dean of Academic Affairs.

PUBLICATIONS

A student staff under the direction of the Director of Public Relations, is responsible for the contents, and promoting of Traces, annual pictorial record of the school year. Other items of interest are presented in the Voice, a bulletin published quarterly by the Director of Alumni Affairs, and made available to students, alumni, staff, faculty, and friends of the College. Around the Circle is an announcement sheet distributed at the beginning of each week by the Public Relations Office.

RELIGIOUS LIFE

THE BAPTIST STUDENT UNION is the Christian witness of Southern Baptist work in institutions of higher learning in response to our Lord's command to make the gospel known to all men. The BSU is a fellowship of college students seeking to find and implement God's purposes for them and their world. It is a program that provides opportunity for an inward journey of spiritual growth and an outward journey of service to others. The BSU is an organization recognized on more than eleven hundred campuses in the United States and in several foreign countries.

BSU invites you to participate in its activities. BSU invites you to a membership based on participation in the organization. BSU invites you to participate fully in a church in the college community, or to remain active in your home church if you commute.

The Baptist Student Union proposes to lead students to commitment to Jesus Christ as Saviour and Lord and to train students in effectively sharing their faith. The BSU involves students in responsible church membership and participation in the life of the denomination. It provides activities on campus for worship, Bible study, discussion, social life, witness, and ministry. It leads students to give themselves in service in the community and throughout the world and to be stewards of all they are and love.

Through BSU you can be involved in:

- Bible studies and discipleship
- Evangelism and witness training
- Christian fellowship
- Worship Services on campus
- Retreats, forums, conferences, and recreation
- Study and growth groups
- Helping churches reach students
- Community service projects
- Annual, state and national students conferences
- Ministry to international students and others on campus
- Student missions projects in the United States and around the world
- Ethnic ministries
- Strengthening ministries on other campuses

The BSU operates through a BSU Council composed of three to twenty student officers elected annually. The BSU operates through a director of student ministries, either salaried or volunteer. It operates through the Baptist Student Center on over 250 campuses, a special building for BSU activities. BSU operates through a program of student ministries in each state or convention. The BSU operates through the National Student Ministries office in Nashville, TN, which publishes: (1) The Student, a monthly magazine for college students, and (2) Student Ministry Materials, including helps for beginning and growing in faith, for ministering, and for equipping persons for service to Christ.

The results of BSU Testimonies: "We do love you and Clarke and thank you for touching our lives with deep impressions of serving the Saviour, Jesus Christ."

The following are unit organizations:

1. Ministerial Association - The Clarke College Ministerial Association is made up of all licensed and/or ordained ministers. Their programs consist of business meetings, preaching and teaching services including Bible study, and denominational emphasis. They meet under the leadership of a president whom they elect. The Ministerial Association has a sponsor to guide and work with them on various projects.
2. Baptist Young Women - The BYW is a vital part of the religious life on campus. Its membership is made up of the young women who reside in the dormitory. The programs come from materials printed by the Women's Missionary Union of the Southern Baptist Convention. Meetings are held twice a month with special meetings called at various times. The BYW is the leading missions emphasis organization on campus. It give great support to the Lottie Moon Christmas Offering.

3. Youth Teams - Clarke Youth Teams are made up of students who can lead week revivals, week-end revivals, retreats including fellowship after the worship services. These teams are available by invitation from September until May each school year. They also plan and lead associational youth night special services and Sunday services during youth week emphasis in the church. A team may be made of two, three, four or more if there is a request.

CHAPEL SERVICES

Chapel Services are conducted each week. The Chapel Committee endeavors to make these programs devotional, inspirational, and cultural. All students are expected to attend chapel, and their presence is checked at each occasion. From time to time assemblies and convocations of a non-religious nature are held. Student attendance is required for these also.

CHURCH ATTENDANCE

Students are expected to attend Sunday School and church services on Sunday. All students are urged to affiliate with the local church of their choice.

ATHLETIC PROGRAM

Varsity sports are a vital part of student life. Clarke College is a member of the National Junior College Athletic Association and participates in intercollegiate men's and women's basketball, men's baseball, and women's softball. Participants in varsity sports receive one credit hour per semester, provided they register for physical education classes.

AUTOMOBILES

The College considers the possession and operation of automobiles and other motor vehicles on the campus to be a privilege subject to regulation. Therefore, all vehicles operating on campus must be registered.

Observation of all campus traffic regulations is supervised. In case of serious violations, or continued insubordination to counsel by the administrative staff, the student may be referred to the appropriate Disciplinary Board.

COLLEGE REPRESENTATION

Academic or disciplinary probation prohibits the student from representing the college in any intercollegiate contest, from performing in any college-sponsored public activity, or holding office on any student publication or in any student organization.

STUDENT JUDICIARY PROCESSES:

The Men's Dorm Council and Women's Dorm Council are composed of the Dormitory Directors, all Resident Assistants and dormitory officers including a representative from each dormitory hall.

The Men's and Women's Affairs Boards are selected or elected on the basis of interest in student judicial matters and their qualifications to serve.

The Student Conduct Review Board consists of two faculty members, the Dorm Directors and Presidents of both dormitories. The appropriate person in charge of Student Conduct will serve as chairman.

It shall be the responsibility of all judicial boards to assure procedural fairness to each and all students appearing before it. The right to due process shall not be abridged in any way.

A written record of each hearing shall be maintained by the secretary of each group. This serves as an official record and shall be held in strict confidence available only to the student charged and to authorized officers of the College.

Decisions are recommended to the appropriate Dean who will make the official and binding decision.

The Men's and Women's Dorm Councils, the Men's and Women's Affairs Boards, and the Student Conduct Review Board shall:

1. Hear cases of alleged violations of regulations which are referred to them.
2. Render judgements about the validity of the charges.

In the event of the latter, the appropriate tribunal should select from the following penalties:

1. Warning-an official reprimand from the appropriate administrative official of the college based on the recommendation from the student court.
2. Warning Probation- a probation indicating that further violation shall result in more severe disciplinary action. This action shall be imposed for a specific period of time and no entry shall be made on the face of an academic record.
3. Disciplinary Probation-an action indicating that further violation may result in suspension. In addition the following privileges may be withdrawn.

- a. The operation of an automobile on the campus
- b. The holding of any office of a campus organization or activity
- c. The representation of the College in any public events

The action will be for a definite or indefinite period and may be entered on the record of the student.

4. Disciplinary Suspension-the student may be denied the privilege of attending Clarke College for a definite or indefinite period of time. This action shall be entered on the permanent record of the student. If the action is for an indefinite period of time the student must apply for readmission through the Admissions Committee of the College.

5. Disciplinary Dismissal-this action means that the student is denied the privilege of attending Clarke College. The action shall be entered on the permanent record of the student.

PROCEDURE FOR APPEAL

Students reserve the right to appeal decisions made by the judicial boards. The appropriate line of appeal is listed below:

President of the College

Dean of the College

Student Conduct Review Board

Men's Affairs Board

Women's Affairs Board

Men's Dorm Council

Women's Dorm Council

Students wishing to make an appeal on a disciplinary case must submit an original document detailing the reasons why he or she believes there should be an appeal. This must be done within 48 hours from the time the original decision was given the student. The appropriate board will convene as soon as possible to hear the appeal and a final decision made.

GUIDANCE SERVICES

The College provides a variety of services to assist students with problems they encounter. This program facilitates and supplements the academic work of the College, fosters the student's adjustment and development in all phases of their life outside the classroom and contributes to an understanding of their role as citizens in the campus community.

HEALTH SERVICES

Clarke College provides the services of a registered nurse who serves both resident and day students. A schedule of regular hours is posted each year. In case of emergency the nurse is available by telephone at other hours. She assists the students in make contact with the local health services and medical doctors. Special prescriptions, hospitalization, services of a doctor are the personal expense of the student.

HOUSING

Single students under 21 years of age, not living with parents or guardians, are required to live in the college residence halls and take their meals in the college cafeteria. The residence halls are for unmarried students only. Applications for room reservations may be made and the deposit paid at the time of application for admission. Students living in residence halls are expected to abide by the rules and regulations specified in the Student Handbook, dormitory manuals, and College Catalog.

Residents are required to observe official dormitory opening and closing dates and times. Students completing final examinations prior to the official closing of dormitories are expected to vacate their rooms upon the conclusion of their last exam. The College reserves the right to require any student to move from the residence hall at any time for unsatisfactory academic performance or disciplinary reasons.

Married students may find housing in unfurnished apartments belonging to the College. Regulations governing occupancy of these units are to be strictly observed. Reservations are to be made through the Business Office.

INTRAMURAL ACTIVITIES

Intramural activities and sports are considered an important part of the daily life of students at Clarke. All students and faculty are encouraged to participate in as many intramural activities as possible. Seasonal activities include flag football, basketball, volleyball, softball, tennis, badminton, and others. Sign up sheets and rules are posted in the appropriate buildings on campus.

MAIL SERVICE

The College maintains student mail boxes in each Residence Hall for the students' convenience. Two dormitory students are assigned to each box. A key deposit of \$1.00 per student is required. Married students living in houses or apartments have their mail delivered to their home by the city mail carrier.

ORIENTATION

A systematic effort is made by the College administration to help the newly admitted student become well oriented to college. In scheduled sessions there will be discussions of the history, ideals, aims and methods of the College, study habits, class scheduling and advising, the use of the library and other facilities to help the student become well acquainted quickly and approach college work confidently.

STUDENT BODY ASSOCIATION

A student government association cooperating with the faculty and administration to establish a closer union, to encourage more student participation in school activities, to develop and encourage student leadership, and to provide a student forum concerning student life at Clarke College.

STUDENT BODY CONSTITUTION. The Student Body Association, composed of all students annually elects a student body president and other SBA Council Members to promote student welfare, to support the policies and objectives of the college, and to train students in the principles of democratic procedures.

Article I - General Organization

The name of this organization shall be the Student Body Association of Clarke College. The SBA Council shall consist of President, Vice President, Secretary/Treasurer and representatives elected from the classes.

Article II - Purpose

The purpose of the organization shall be:

1. To promote a continuous exchange of ideas and opinions between the students, faculty, and administration.
2. To emphasize the responsibilities and the individual rights of students as citizens of a democratic society.
3. To cooperate with the administration in promoting the regulations and policies of the school.
4. To promote school spirit and pride in Clarke College.

Article III - Membership

Section I. All enrolled students of Clarke College and MC at Clarke students shall be members of the SBA and shall have free power of voting.

Section II. The membership of the SBA Council shall be composed of the following:

- (1) President, Vice President, and Secretary/Treasurer
- (2) Four representatives from the residence halls: 1 freshman, 1 sophomore, 1 junior and 1 senior
- (3) 2 Off-campus representatives: 1 from freshman and sophomore classes (combined) and 1 from the junior and senior classes (combined)
- (4) Faculty adviser

Article IV - Meetings

Regular meetings of the SBA Council shall be held weekly. Special meetings may be called by the President or by request of the council.

Article V - Amendments

The Constitution and By-Laws may be amended by a two-thirds vote of the Student Association of those present and voting, provided a quorum is present and provided the proposed changes have been submitted to the entire Student Association by public announcement at least one week prior to the time the amendment is voted upon. The amendment must also be approved by the Chief Executive Officer of Clarke College.

BY-LAWS

Article I - Officers and Committees

Section I - Duties and Officers

(1) The President shall preside over all meetings of the Association and the Council. He shall appoint necessary committees and shall be a member of the Student Personnel Committee. He is an ex officio member of all committees of the SBA Council.

(2) The Vice President shall preside in the absence of the President and serve as Chairman of the Social Committee. If the position of President becomes vacant, the current first Vice President shall be elevated to that office and a new Vice President elected. The Vice President shall serve as parliamentarian at all meetings.

(3) The Secretary shall serve as Chairman of the Election Committee, keep a record of all SBA Council meetings, and make an accurate report at any given time.

(4) The Treasurer shall keep accurate records of all finances, make accurate reports at any time, and, when authorized by the Council, shall disburse funds. He is an ex officio member of all committees of the SBA Council.

Section II - Duties of Committees

(1) Decorations Committee - The Decorations Committee, composed of a student selected as Chairman and several other members selected by the Chairman, shall be responsible for decorating at banquets and parties given by the SBA, within a budget set by the SBA.

(2) Elections Committee - The SBA Secretary will be Chairman of Elections Committee and composed of two students, the faculty adviser, and the Dean of Students, shall announce campus-wide elections, receive all nominations, check eligibility of all proposed nominees, have ballots printed, provide voting facilities, count the votes, make known the results, and enforce the election regulations.

(3) Food Committee - The SBA Treasurer shall be Chairman of the Food Committee which is composed of two students from the men's dormitory and two students from the women's dormitory, shall be responsible for keeping open communication between the students and the cafeteria manager. Meetings shall be held bi-monthly and a report sent to Tom Prather.

(4) Publicity Committee - The SBA Vice President shall serve as Chairman of the Publicity Committee which is composed of several members chosen by the Chairman, and is responsible for making known any activities of the SBA on and off campus.

(5) Social Committee - The Social Committee, composed of the SBA Vice President as Chairman and several members chosen by the Chairman, shall be responsible for any social functions sponsored by the SBA. The Chairman will work closely with the Decorations Committee Chairman.

(6) Other committees shall be appointed as necessary.

Section III - Eligibility

To be eligible for membership on the Council, students must have at least a "C" average and must have no serious disciplinary action on record or pending.

Article II - Election of Officers and Representatives

Section I - Election of officers of the SBA shall be under the supervision of the SBA Council and the Elections Committee. The Council and Election Committee shall prescribe the time and manner of election of officers of the Association.

Section II - The representatives to serve on the SBA Council shall be elected annually by their respective groups the third week of the fall semester.

Section III - The SBA Council shall elect annually a member of the faculty to serve as faculty adviser.

Section IV - The Elections Committee will be responsible for formulating the election rules and policies.

Article III - Quorum

A quorum of the Student Body Association shall consist of sixty (60) percent of its membership. A quorum of the SBA Council shall consist of sixty - six (66) percent of its membership.

Article IV - Attendance

The member of the SBA Council are expected to attend each meeting. If a member is absent a total of three times in a school year he is automatically on probation. If a member is absent from five meetings he will be suspended from the Council. New members will be elected to their position.

SBA ELECTION RULES

1. To run for any office of the Study Body Association the candidate must submit a petition with the signatures of 25 Clarke College students. The petition must be turned in to the Study Body Association faculty sponsor by the stated deadline.
2. A speech must be given by each candidate during the scheduled chapel service.
 - A. Candidates for president have a maximum of ten minutes speaking time.
 - B. Vice President, Secretary, and Treasurer candidate have a maximum of five minutes speaking time.
 - C. The time period allowed each candidate may be filled entirely by the candidate or he may share the time with a campaign manager.
 - D. The speeches are to be informative. The candidate should speak about his plans to fill the obligation of his elected office.
 - E. The order of speeches will be determined by drawing.
3. Campaign literature (posters, signs, etc.) will be allowed.
 - A. The posters are allowed on bulletin boards and doors only.
 - B. No poster is to remain up after the election. Candidates are responsible for removing all campaign literature (posters, signs, etc.). Run-off candidates will be allowed to leave their posters up through the run-off election.
4. The cafeteria is the polling place for SBA elections. Polling will take place during the noon meal time.
5. There will no campaigning within the cafeteria or at the entrance to the cafeteria.
6. Ballots for SBA elections will be typed alphabetically.
7. Newly elected officers will take office the day following graduation.

STUDENT ORGANIZATIONS

For the enrichment of student life and for training in wholesome social activities, various organization and clubs are maintained on the campus.

Secret fraternities and sororities are not permitted. The following policies govern student organizations on Clarke College campus:

1. Every student is encouraged to join one, but not more than two, of the interest organizations and be faithful to those which he selects.
2. Each student club or society must have a faculty sponsor who serves as an adviser in the activities of the organization.
3. The financial affairs of the student organizations are under the direction of the Business Office and reports must be made to the Business Office once each semester for audit.
4. New student clubs may not be formed without permission.

MONTH AUGUST

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

ATTEND CHURCH
2:00 p.m. Dorms
open for students
returning-2:30 p.m.
Freshmen class meets
6:00 p.m. Cookout/
Worship behind
Cafeteria

9:00 A.M.
Orientation
continues for
freshmen and scheduling
returning students
7:30 p.m.-Talent Show-
Cafeteria
Watermelon Cutting-

8:30 a.m.-
Registration
12:30-Singspiration
6:30-Fellowship Dinner

8:00-Classes
Begin
Late Registraton;
Change of Schedule Begins
2:30-3:30-Students, Staff
and Faculty Fellowship-
Student Center

7:00 p.m.-
Fellowship/Worship
Service with Gary
Beets, Director of Miss.
Fellowship of Christian
Athletes for students,
faculty and staff

Worker's Workshop

10:00 a.m.-
Dorms Open
Orientation
7:30 p.m.-
Fellowship

MONTH SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div></div> <p>BSU ACTIVITIES SINGPIRATION, CLASS PICTURES</p>	<div></div> <p>ORGANIZED THIS MONTH: INTRAMURAL ACITVITIES AND WILL BE TAKEN THIS MONTH.</p>	<div></div> <p>MORNING WATCH, FLAG FOTBALL WILL BEGIN WATCH FOR THE DATE IN</p>	<div></div> <p>MASTERLIFE, BIBLE STUDIES THIS MONTH. "AROUND THE CIRCLE,"</p>	<div></div> <p>MISSION TRIPS-</p>	<div></div> <p>MINISTERIAL ASSN.</p>	<div></div>
<div>2</div> <p>ATTEND CHURCH</p>	<div>3</div> <p>LABOR DAY HOLIDAY- NO CLASSES- OFFICES CLOSED</p>	<div>4</div> <p>8:00 a.m. - CLASSES RESUME 6:30 p.m.-REST HOME MISSION TRIP</p>	<div>5</div>	<div>6</div>	<div>7</div> <p>BSU MISSION RETREAT</p>	<div>8</div> <p>LAKE FOREST</p>
<div>9</div> <p>ATTEND CHURCH BSU at MACON, MS</p>	<div>10</div>	<div>11</div> <p>6:30 p.m. REST HOME</p>	<div>12</div> <p>SBA ELECTIONS: CLASS OFFICERS AND REPRESENTATIVES IN CAFETERIA DURING NOON MEAL</p>	<div>13</div>	<div>14</div> <p>LAST DAY FOR ADDING A COURSE- OR REGISTRATION</p>	<div>15</div>
<div>16</div> <p>ATTEND CHURCH</p>	<div>17</div>	<div>18</div> <p>6:30 p.m. REST HOME</p>	<div>19</div>	<div>20</div>	<div>21</div>	<div>22</div>
<div>23</div> <p>ATTEND CHURCH 30 ATTEND CHURCH</p>	<div>24</div>	<div>25</div> <p>6:30 p.m. REST HOME</p>	<div>26</div>	<div>27</div>	<div>28</div> <p>BSU CONVENTION</p>	<div>29</div> <p>MORRISON HEIGHTS CLINTON, MS</p>